

# SNACK BAR OPERATOR/BARTENDER SEASONAL



Announcement # M - 81911

Salary: \$9.78 per hour Series/Grade: NA 7405-03

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

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LOCATION: CEDAR POINT GOLF COURSE – PAX RIVER

OPENED: 2/7/2011

CLOSES: WHEN FILLED

AREA OF CONSIDERATION: ALL SOURCES

**FLEX SCHEDULE = 0- 40 HOURS PER WEEK – SEASONAL POSITION**

**TO APPLY:** Download forms on <https://www.cnic.navy.mil/NDW/About/Jobs/>

Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-995-7523.

## DUTIES AND RESPONSIBILITIES:

Sales of food, drink and snack items and the preparation and sale of short order items. Ensures the proper preparation, portioning, display and date marking of food items and adherence to correct receipt and pricing procedures. Serves beer, wine and mixes a limited menu of basic alcoholic mixed drinks. Enforces alcohol consumption rules. Counts funds, completes reports at the end of the shift using POS System and deposits receipts in drop box. Maintains a change fund using an assigned safe. Assists in ensuring that adequate stock levels are maintained and displayed. Assists periodically with completion of physical inventories. Maintain cleanliness of snack bar/lounge area and equipment during shift using checklist provided. Ensures compliance with fire, safety, sanitation and security procedures. Monitors operation of assigned area of responsibility, identifying any problems which may arise. Enforces alcohol consumption rules. Performs other related duties as assigned. **Successful completion of Controlling Alcohol Risks Effectively (C.A.R.E) training is a condition of employment.**

## MINIMUM QUALIFICATIONS:

Basic Knowledge of snack bar operations. Familiarity with basic mixed drinks. Ability to operate a cash register/computer register. **Must meet minimum age of 21 years.** Incumbent must be able to obtain access to base computer system if applicable. Must be able to obtain a food handlers Health Card.

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**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

***As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.***

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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